



**U.S. GOVERNMENT PRINTING OFFICE  
MERIT PROMOTION  
VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER:** 03-025  
**POSITION:** Director, Documents Sales Service  
**SERIES/GRADE:** PG-2001-15/00  
**SALARY RANGE:** \$94,914 - \$123,388 PA  
**ISSUE DATE:** 02/04/03  
**CLOSING DATE:** 03/18/03  
**NUMBER OF VACANCIES:** One  
**ORGANIZATION:** Superintendent of Documents  
Documents Sales Service  
Office of the Director  
**GEOGRAPHIC LOCATION:** Washington, DC  
**PROMOTION POTENTIAL:** None  
**DURATION OF APPOINTMENT:** Permanent  
**TOUR OF DUTY:** Shift 1  
**OPM NOTICE OF RESULTS REQUIRED:** No  
**CIVIL SERVICE STATUS REQUIRED:** No  
**AREA OF CONSIDERATION:** All Sources

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**SUMMARY OF DUTIES/RESPONSIBILITIES:**

The incumbent of this position is responsible for the sale of Government documents in accordance with Title 44, U.S. Code, and other applicable laws and regulations. The sales are conducted through five divisions engaged in order fulfillment functions involved in supplying Government publications and subscriptions to the public by mail order and direct sale. Exercises nationwide inventory control of all sales documents through the Superintendent of Documents' distribution system. Responsible for management, administration, and coordination of the operations of physical receipt, storage, and issue of publications. Manages all elements of the documents sales program including inventory management, mail processing, customer service, and operation of geographically disbursed bookstores and distribution centers. Establishes plans for materials management objective to fulfill requirements and formulate broad materials handling policies and procedures.

**QUALIFICATIONS:** Applicants must possess 52 weeks of specialized experience at the next lower grade level. Specialized experience is experience, which is directly related to this position and has equipped the candidates with the knowledge, skills, and abilities to successfully perform the duties as described above.

**RANKING FACTORS:** *(Applicants who meet the above qualification requirements will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials.)*

1. Demonstrated ability to lead change and develop effective partnerships with federal agencies, customers, and associations.
2. Demonstrated experience and a thorough understanding of the fundamentals and technological aspects of e-commerce to spearhead transitional operational activities.
3. Proficiency in current marketing and retail sales techniques.
4. Knowledge of current and emerging best business and industry practices.
5. Ability to establish and track performance measures and effective management controls.
6. Demonstrated experience in directing all aspects of customer service, materials handling and order fulfillment.
7. Ability to utilize and guide management information and financial management systems essential to operations.
8. Strong interpersonal skills in order to motivate and direct a large and diverse workforce.

**TO APPLY:**

***GPO Applicants:***

Applicants must submit a copy of their latest annual performance rating and *Optional Form 612, "Optional Application for Federal Employment," (or SF-171).*

***Non-GPO Applicants:*** (The following instructions apply only when the position(s) is open to applicants outside of the agency.)

Applicants may submit an *Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume.* If a resume is submitted, it must contain all pertinent data in the OF-612.

Current and former Federal employees must submit copies of their latest annual performance rating and SF-50 as proof of status or reinstatement eligibility.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Applicants eligible under the **Veterans Readjustment Act (VRA)** will also be considered, if this position is being announced at the grade PG-11 level and below. Veterans must submit a copy of their DD-214, "Certificate of Release or Discharge from Active Duty"; if claiming 10-point veterans' preference, submit a SF-15, "Application for 10-Point Veterans' Preference," plus the proof required by that form.

Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability.

Selectees must successfully pass a drug test before appointment.

GPO WILL NOT PAY RELOCATION COSTS.

**OTHER ESSENTIAL INFORMATION:**

Applicants must:

- be a United States citizen or national (e.g. resident of American Samoa).
- include their Social Security Number on their application.
- provide the title and length of related courses. For college classes include the number of credit hours (not required if a degree has been earned).
- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- submit applications and required forms postmarked no later than the closing date of this announcement.

**SUBMIT APPLICATION(S) TO:**

**Unit 2**  
U.S. Government Printing Office  
Employment Branch, Room C106, Stop: PSE  
732 North Capitol Street, N.W.  
Washington, DC 20401  
FAX (202) 512-1292

**FOR ADDITIONAL INFORMATION CALL:**

(202) 512-1118  
TDD (202) 512-1519

***\*THIS AGENCY PROVIDES REASONABLE ACCOMODATIONS TO APPLICANTS WITH DISABILITIES\****

***\*THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER\****